



NARA Summer Day Camp Parent Handbook 2017

**NARA Park
25 Ledge Rock Way
Acton, MA 01720**

recreation@acton-ma.gov

Acton Recreation Department: 978-929-6640 x0

NARA Summer Camp: 978-929-6641

Welcome Parents!

We are delighted that you have chosen NARA Camp for your child this summer! You and your family are encouraged to visit the beautiful grounds of NARA Park prior to your child's first day of camp.

The *Parent Handbook* has been written to describe our program, philosophy, policies, and all the practical details that go into making each day easier for you and your child. Please carefully read this handbook and keep it for future reference. The staff at NARA Camp and the Acton Recreation Department would be glad to address any of your questions or concerns. Once again, welcome!

ACTON RECREATION'S MISSION / VISION

Building a sense of community through quality recreation.

OUR PROGRAM

The goal of our program is to create an atmosphere for children to grow socially and physically; our dedicated staff works with peer groups to engage the children in activities that are challenging and fun.

A variety of age-appropriate activities are offered each week including:

Arts and Crafts, Drama, Sports Activities, Group Challenges, Nature, Swimming, and more.

Additional special activities are included based on the week's theme (excluding field trips).



NARA SUMMER CAMP INFORMATION

CONTACT LIST

NARA Staff: 978-929-6641 (Seasonal May—August)

Camp Director, *Milton Link*

mlink@acton-ma.gov

Assistant Camp Director, *Kayla Mercurio*

kmercurio@acton-ma.gov

Waterfront Director, *TBD*

Recreation Staff: 978-929-6640 (Year Round)

Recreation Director, *Cathy Fochtman*

cfochtman@acton-ma.gov

Recreation Coordinator, *Melissa Rier*

mrrier@acton-ma.gov

Recreation Events & Program Coordinator, *Maura Haberman*

mhaberman@acton-ma.gov

Recreation Secretary, *Mary Lou Repucci*

mlrepucci@acton-ma.gov

Absences

If your child is not going to attend camp for the day, please report his/her absence by calling NARA Park's office at 978-929-6641.

Drop-Off & Pick-Up Address

NARA Park's Bathhouse Pavilion

25 Ledge Rock Way

Acton, MA 01720

Camp Hours

Monday – Friday

8:00am to 4:00pm

Extended hours for additional prices are available as follows:

7:30am to 8:00am for Pre-Care

4:00pm to 5:30pm for Post-Care

Drop-Off

Sign your child in with his/her counselor each morning at the Bathhouse Pavilion. The Acton Recreation Department does not and will not assume responsibility for children that arrive before their signed up start time.

Early Pick-Up

If your child will be leaving early, please notify the Camp Director, in writing, on the morning of the designated day. The staff will have your child prepared to depart at your requested time. Remember that you will still need to sign your child out.

Pick-Up

Sign your child out when you pick them up from camp. Please bring a photo ID with you every day. If someone other than yourself or the persons authorized on the registration form will be picking up your child, a written note must be submitted to the Camp Director ahead of time. This person must also bring a photo ID with them when they pick up the camper.

Late Pick-Up

We close promptly at 5:30pm. For all children not picked up by the end of the program, regular or extended hours, the following late policy will be in effect:

- First 5 minutes: Grace Period
- Each 5 minutes thereafter: \$5.00 per child

The late fee is in place to compensate staff members for their time. If you know you will be late, please attempt to make alternate pick-up arrangements.

NOTE: When a child is not pick up in emergency situations including, but not limited to: inclement weather or natural disasters, we will follow the above "late pick-up" policy listed above starting 45 minutes from when the parent has been informed of the need for campers to be picked-up.

Children at Risk

Parents who arrive at camp in an incapacitated condition (i.e. alcohol, drugs) present a risk to their child. The staff in charge will advise the parent of their options regarding the transportation of their child to his/her home. Some options that may be exercised are:

- Call another person on the child's emergency contact list
- Call the other parent
- Call a nearby neighbor / friend

If a reasonable conclusion cannot be reached, the parent will be advised that either Child Protective Services or the Police will be called.

2017 CAMP SCHEDULE

NARA Summer Day Camp runs for 9 consecutive weeks, with each week having its own unique theme. Please refer to our highlights document for specifics about each week.

Weekly Camp Dates:

Session 1: June 26 – June 30

Session 2: July 3 – July 7 (No camp on July 4)

Session 3: July 10 – July 14

Session 4: July 17 – July 21

Session 5: July 24 – July 28

Session 6: July 31 – August 4

Session 7: August 7 – August 11

Session 8: August 14 – August 18

Session 9: August 21 – August 25

CAMP T-SHIRTS

Every camper who registers for camp before the end of May will receive a free NARA Camp t-shirt.

CAMP ATTIRE

Please remember to dress your child appropriately for camp. We encourage you to dress your child in clothing that you do not mind getting dirty or stained with art materials. Here are some reminders of clothes for camp:

- T-Shirts
- Shorts (No Skirts)
- Socks
- Appropriate clothing for camp: No halter or tube tops; No clothing with inappropriate language.
- Tennis Shoes or Sneakers (No sandals or flip flops, please!)
- LABEL EVERYTHING!

COMMUNICATION

Every Friday, before the start of the new session, the Camp Director sends out an email to all the registrants explaining what will be happening at camp in the upcoming session. If you are not registered before 4:00pm on the Friday before, you will not be receiving this email. You can access additional recreation department information on our website.

CONDUCT

Acton Recreation staff is committed to providing a safe and welcoming environment for all of our registrants and guests. To ensure safety and comfort for all, we ask individuals to act appropriately while they are at our facilities or participating in our programs. We do not permit language or actions that can hurt or frighten another person. Specifically this includes:

- Angry or vulgar language including swearing, name calling, and shouting;
- Physical contact with another person in an angry or threatening way;
- Any demonstration of sexual activity or sexual contact with another person;
- Harassment or intimidation with words, gestures, body language or other menacing behavior;
- Behavior which intends to or results in theft or destruction of property;
- Carrying or concealing any weapons or devices that may be used as weapons.

Staff are trained and expected to respond to any reported violation. Please do not hesitate to notify a staff person if you need assistance. Acton Recreation management will investigate all reported incidents. Dismissal from camp or termination may result. **No refunds will be given for these instances.**

DISABILITIES

In order for the Acton Recreation Department to provide the best camp experience for your child, we ask that prior to registration, you consult with recreation staff regarding any special needs of your child. Due to the fact that there are some medical treatments and procedures that legally camp staff is not trained nor qualified to perform, children will be enrolled on an individual basis. We will make every attempt to serve all children.

DISCIPLINE POLICY

If your child needs to be disciplined, acceptable measures may include; stern verbal warnings, time-out from an activity, removal from an activity and placed with a staff member away from the group, suspension from camp, removal from camp. Unacceptable measures may include; verbally degrading a camper, physical punishment, isolation without proper supervision.

EXPECTATIONS

Good behavior will be encouraged in a positive manner. The staff will work cooperatively with parents, keeping them informed of behavior issues and methods used to teach and guide the campers toward socially acceptable behavior. Behavior problems that cannot be resolved cooperatively will result in your child's dismissal from NARA Summer Camp. Certain abusive behaviors will result in immediate dismissal. If your child has been receiving assistance in behavior management during the school year, it is imperative that this information be shared

with the camp staff. This will enable us to work more effectively and productively with your child.

ENROLLMENT, WITHDRAWAL & PAYMENT POLICIES

There are two ways to enroll your child: 1) Online – www.acton-ma.gov/register or 2) With our paper registration form completed with a check made out to “Town of Acton,” cash, or credit card. All withdrawals from camp and/or refund requests must be submitted in writing by email: recreation@acton-ma.gov. Refunds/credits will be issued as follows:

- **Mighty Mini Program (Ages 4 & 5)**
 - You may withdraw up to 10 business days prior to the start of each session.
 - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - Refunds will not be issued due to weather conditions or any water closure.
 - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- **Youth Program (Ages 6 – 13)**
 - You may withdraw up to 10 business days prior to the start of each session.
 - A \$50 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - Refunds will not be issued due to weather conditions or any water closure.
 - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.
- **CIT Program (Ages 14 & 15)**
 - You may withdraw up to 10 business days prior to the start of each session.
 - A \$20 non-refundable fee will be applied for each session. Exception to policy; a written letter from a licensed physician excusing participant from a program prior to the 1st day of session start date.
 - Refunds will not be issued due to weather conditions or any water closure.
 - All refund requests must be submitted in writing to the Recreation Office. Refund requests are not filtered through NARA Summer Staff.

If you'd like to transfer your child to a different session, there will be a \$20 processing fee. All transfer requests must be made in writing. The Acton Recreation Department reserves the right to remove a child from any program due to behavioral or other concerns. In this event, there will be no refund given.

FIELD TRIPS

NARA Summer Camp goes on two optional field trips per week. Field trips are based on age and you will be notified if your child is eligible to attend the trip. In case of rain, a field trip may be changed or cancelled. On trip days, please bring a completely disposable lunch as well as extra water and snacks. Permission slips must be signed in advance for your child to attend with payment for that particular trip. For all Wednesday trips, permission slips and money are due by Tuesday morning at drop-off. For all Thursday trips, permission slips and money are due by Wednesday morning at drop-off. Costs include transportation and admission. You may provide your child with extra money to purchase extra food or souvenirs. You will have the option for your child not to attend the field trip and resume regular activities at camp with staff and other campers whom opt not to attend.

FINANCIAL ASSISTANCE

The Acton Recreation Department seeks to make its services available to all people, regardless of their ability to pay. The Doli Atamian Campership Program helps families in need of childcare through our camp. Please call 978-263-0131 to see if you qualify.

GENERAL CAMP SCHEDULE

Children participate in a variety of activities each day. The activities can be camp wide activities, personally selected activities, and group activities. Here is an example of what a typical camp day could look like:

7:30 – 8:00am	Pre-Camp Care (if applicable)
8:00 – 8:15am	Attendance & Morning All-Camp Meeting
8:20 – 9:05am	Drama
9:10 – 9:55am	Boating
10:00 – 10:20am	Snack Time / Sunscreen
10:25 – 11:10am	Upper (Sports on the fields)
11:15 – 12:00pm	Swim
12:05 – 12:45pm	Lunch
12:50 – 1:35pm	Arts & Crafts
1:40 – 2:25pm	Nature
2:30 – 2:45pm	Sunscreen / Water Break
2:50 – 3:35pm	Swim
3:40 – 3:50pm	Pack-Up
3:50 – 4:15pm	Pick-up
4:20 – 5:30pm	Post-Camp Care (if applicable)

Camp activities have been designed to fit the theme of each camp session and include: ice breakers, arts & crafts, games & fitness, music & drama, transitional activities, special events, and swimming.

SPECIALTY PROGRAMS

NARA Camp offers two specialty programs every session: archery and mountain biking. There are no extra costs for these programs and campers may participate as long as they're the minimum age required.

Archery: Offer to children who are 8 and older. Every child must have a signed waiver by their guardian to participate. Archery is offered every Tuesday morning.

Mountain Biking: "Learn to Ride" program is offered to ages 4 through 7.

"Mountain Biking" is offered for ages 8+. Every child must bring their own bike and helmet to participate in our biking programs. Biking is offered every Friday morning.

EXTENDED HOURS PROGRAM

Children in our extended day program will be given a variety of structured and non-structured activities to choose from each day. Activities may include: foosball, table tennis, puzzles and board games, books, Legos, and group games.

LOST AND FOUND

NARA Camp has a lost and found. It is highly recommended that you label all items with your child's name. While we make every effort to keep all campers' belongings in their backpack or with them, Acton Recreation will not be held responsible for lost or stolen items. Please make a quick check of your child's backpack at the end of the camp day before leaving. Lost items are much easier to recover on the same day they are lost.

LUNCHES & SNACKS

NARA Camp is going nut free for 2017! Please do not pack anything with peanuts or tree nuts. The snack bar will not be selling any products made with nuts; however, some of the items may be packaged in factories that have nut products.

Please pack a healthy and balanced meal. Do not send food or drinks in glass containers. Lunches will not be refrigerated; therefore, we ask that you send lunches that do not contain mayonnaise or other food items that will spoil if not kept cold. Freezing lunches and drinks the day before and/or inserting a cold pack in the lunch container will help preserve the food. Please mark all lunches (and all containers inside lunches) with the camper's first and last name. Please do not provide your camper with food that will need heating or to be microwaved. Camp staff is not responsible for food preparation or pre-heating meals.

We have one snack period daily. Please send extra food for these times as well as a water bottle. The snack bar at NARA Park is open daily for patrons and camp. Children may order food at snack time and lunch. We do have an order form that parents should fill out if the child will be buying lunch. Lunch options include: hotdogs, pizza, and sunflower seed butter and jelly sandwiches.

MEDICAL / EMERGENCY INFORMATION

Essential Forms:

As required by the local licensing authority, each camper must have a completed:

- ✓ **Camp Registration Form or Online Registration**
- ✓ **A copy of their physical (must be within 2 years) and immunization forms submitted online to CampDoc.com**

Physical and immunization forms must be submitted online. The Recreation Department will not accept paper copies. All medical forms should be submitted at least 2 weeks prior to when your child starts camp. Physicals must be dated within two years. Please be sure that the information on the registration forms is accurate and complete. Please do not leave any of the fields blank on the forms.

Illness Policy:

Children must be healthy enough to participate in the program's daily routine. We do not have the facilities to care for sick children and therefore do not allow them to attend camp. For the safety and comfort of your child, please keep them home until they feel better and no longer present the danger of passing on their illness.

If you are keeping your child home due to illness, please contact the camp by 7:45am and let the Camp Director know of your child's absence. When your child has a fever (of 101) or vomiting/diarrhea, please make sure they remain at home for 24 hours after their temperature and symptoms returns to normal. We may require a physician's release for any medical or health condition. ***If your child becomes ill while at camp, you will be asked to pick up your child as soon as possible.***

The following are defined as illness or communicable health problems:

- Conjunctivitis (Pink Eye)
- A chronic runny nose with colored discharge
- A chronic cough
- A fever
- Vomiting or upset stomach
- Signs of general fatigue or discomfort
- An open rash

- Head lice
- Knowledge that the child has had a fever within the past 24 hours

Accidents / Emergencies

All precautions will be taken to prevent serious health risks to all campers. In the event that a minor injury occurs, First Aid will be administered at the camp location by our certified camp staff. The following procedures will be followed:

- ✓ First Aid will be provided and the incident recorded in the camp log.
- ✓ The child will periodically be observed after First Aid has been applied.

In the event of a medical emergency, immediate action will be taken by the staff and the Camp Director will be notified. The child will be transported to the nearest hospital for any necessary treatment and parents or other responsible adults will be notified. In general, in the event that a major injury or health problem arises and professional medical care is required, the following steps will be taken:

- ✓ Immediate First Aid will be administered by the camp staff until professional services arrive.
- ✓ 911 will be called.
- ✓ You will be contacted. If you cannot be reached, the emergency contact person will be notified.
- ✓ A staff person will accompany your child to the hospital and remain until you or your emergency contact person arrives.
- ✓ The incident will be described in writing in the NARA Camp incident report log.

Emergency information is very important for us to provide the safest possible environment for your children. Please notify us right away where there is a new work or home phone number, or if you have moved to a new address. If your child is sick or injured, it is important for us to be able to contact you right away. Please keep these accurate at all times.

Emergency Plan

NARA Camp has a site-specific emergency plan including an assembly area program, notification system, locations of fire extinguishers, first aid kits, etc. Staff has been trained and is expected to be well-versed in emergency procedures. Drills will be conducted throughout the summer to practice safety procedures.

Shelter: In the event of an emergency that requires an on-site shelter, campers and staff will assemble under the Bathhouse Pavilion. With inclement weather, the staff will bring down the weather panels to keep everyone sheltered from the elements.

Facility Evacuation (in case of fire, or other emergency): In the event of an emergency requiring facility evacuation, campers and staff will exit the building and meet in the back corner of the lower parking lot. Camp staff will take attendance of campers in their groups, directors will make sure that everyone has left the facility, and the Camp Director and Assistant Camp Director will be responsible for medication and first aid kits.

Medication Policy

Our medication policy is primarily established to accommodate the administration of medication(s) commonly prescribed by physicians for the treatment of short-term illnesses. Prescription and “over-the-counter” medications will not be dispensed without written consent from the child’s parent.

- Complete the medication authorization form included in your camp registration packet.
- Keep all medication in the original container with the prescription label / direction label attached. Medication must be labeled with the child’s name, the name of the medication, the dosage amount, and the time or times to be given.
- Hand all medication (including inhalers, etc.) to the Camp Director. Campers are not allowed to keep medications with themselves, backpacks, or lunch bags.
- All medications will be locked up and given to your child at the prescribed times.

Sunscreen

The Acton Recreation Department encourages your camper to use and bring sunscreen to camp every day. Camp staff will not rub sunscreen on any child but will remind them to put it on throughout the day. Camp staff can only help with sunscreen application if it’s spray lotion.

Bug Spray

The Acton Recreation Department encourages your camper to use and bring bug spray to camp every day. Camp staff can only help with spraying the bug repellent on the child without rubbing it in.

Allergies

There has been an increase in the number of children with severe allergies. We try our best to accommodate these campers without inconveniencing other campers. If you’re aware that your child is severely allergic to something, it is your responsibility to notify the Acton Recreation Department in advance so we can take the proper precautions.

Special Diets

NARA Camp staff must be made aware of any child who requires a special diet due to medical or religious reasons.

ORGANIZATIONAL CHART – NARA SUMMER CAMP



PERSONAL BELONGINGS

Please do not allow your child to bring personal belongings to camp. The Acton Recreation Department cannot be responsible for the loss or damage of toys, games, clothes, or other personal belongings.

Please do not bring the following items to camp:

- Any electronic games / devices (including, but not limited to: Gameboys, PSPs, iPods, mp3 players, iPads, etc.)
- Cell phones
- Trading Cards
- Weapons of any sort – fake or real!
- Valuable items

PHONE CALLS

Please do not call to speak to your child or your child's counselor unless it is an emergency. If your child is experiencing problems, we will call you immediately. You may call the Camp Director with your questions or concerns at any time: 978-929-6641.

RULES & SAFETY

Safety is paramount to our camp program. All children **MUST** be brought to and picked up from camp by a parent or authorized person. All adults picking up children will be asked to show an I.D. when retrieving their child. This helps ensure their safety.

Camp rules will be established and taught to the children at the beginning of each session and regularly reviewed to ensure the safety of all campers. Please review the following list of rules with your child:

General Rules

1. Stay with your group at all times.
2. No climbing on gates, fences, or trees.
3. No horseplay, screaming, or yelling while on the bus.
4. No inappropriate or abusive language is permitted.
5. No hitting, kicking, or other physical abuse is permitted.
6. Listen to and respect the rules and boundaries of games and activities.
7. All campers will be expected to display *good teamwork*. How we play is more important than whether we win or lose!

STAFF

The Acton Recreation Department strives to hire a highly qualified, well-trained staff to conduct NARA Summer Camp. The summer camp staff is comprised primarily of college students, high school students, recent graduates, and schoolteachers. The camp staff members are innovative and creative individuals who love working with children. All staff goes through camp staff training and is certified in First Aid and CPR. The camper:staff ratio for the Mighty Mini Program is 5 to 1, and 10 to 1 for the Youth Program.

SWIMMING

Please send your child to camp with a swimsuit and towel **EVERYDAY**. Children will be swim tested at the beginning of each session. A certified lifeguard will determine whether they can swim in the deep or shallow water. Camp staff and certified lifeguards will supervise the pond at all times.

TAX INFORMATION

The Town of Acton's Federal tax ID number is 046-001-062.

TRANSPORTATION

There is no transportation available to and from NARA Summer Camp. Transportation will only be provided for field trips.

WEATHER

As a recreation department, we believe that outdoor play is an important element in a child's life. There are no indoor areas at NARA Park; however there are pavilions for shelter on rainy days. Rainy days are specially programmed days and may include a PG movie and low key games and activities. Parents are asked to dress their children appropriately for the weather conditions. A light sweater or jacket may be needed in the morning.

During periods of extreme heat, the camp staff will scale down physical camp activities. Campers will not be in direct sunlight for more than 20 minutes at a time. The staff will also remind children to increase their water intake by having many water breaks throughout the day. All precautions will be taken to prevent heat related injuries during these times.

Hints for the Heat:

1. Provide at least two drinks for your child.
2. Drinking water is encouraged at camp.
3. Provide your child with a hat to wear and dress them in light colors.

QUICK REFERENCE CHECKLIST

Did you remember to send?

- ☐ Backpack (labeled)
- ☐ A healthy lunch and snack that is labeled (no glass containers)
- ☐ Sunscreen (labeled)
- ☐ Swimsuit and towel
- ☐ A plastic bag for wet stuff
- ☐ Bug Spray (labeled)
- ☐ A poncho / raingear on wet days
- ☐ A complete change of clothes for younger campers

If you have any questions or concerns, please feel free to contact the Acton Recreation Department at 978-929-6640 x0 or recreation@acton-ma.gov.

We look forward to a happy and safe summer with your child! ☺☺☺